



JOB DESCRIPTION

Position Title: **Lead Inspector**

Working Area: **Solid Waste**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical Work involving field investigations and enforcement of environmental ordinances, regulations, and codes of Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Investigates, makes determinations and notifies affected parties of environmental complaints and/or violations. Contacts Florida Department of Environmental Protection when State violations occur.

Develops cases and represents the Solid Waste Division during Code Enforcement Hearings. Prepares and sends the necessary enforcement correspondence. Visits sites for compliance at appropriate intervals to insure compliance with regulations. Enforces remedial action when necessary.

Revisits sites at appropriate intervals to insure compliance regulations. Handles all hazardous waste complaints. Insures that hazardous waste is disposed of properly by the County and the citizens of Seminole County.

Coordinates Amnesty Day collection twice a year. Maintains the collection points for drop-off or household hazardous waste at the Central Transfer Station and County Landfill. Coordinates the proper packaging and pick-up of hazardous waste as necessary from the Central Transfer Station and County Landfill.

Coordinates with Solid Waste Division the Tire Grant and proper disposal of tires found in the woods, on private property and on County Right-of-ways.

Works with asbestos contractors to make contractors aware of the 24-hour notice and proper charges, as well as the requirements to manifest and tag bags properly.

May visit sites for compliance with applicable hazardous materials laws.

Develops and maintains complaint logs and files.

Performs other duties as assigned or as may be necessary.



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Waste

Minimum Qualifications

Knowledge of the regulations with reference to environmental and pollution control issues. Knowledge of Local and State regulations for hazardous waste generators.

Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with the public and county employees. Ability to study and analyze technical information and plans. Ability to maintain accurate records and prepare thorough written reports. Ability to operate personal computers and associated software, and database software. Ability to conduct investigations and make determinations based on facts and technical data. Ability to communicate effectively both orally and in writing. Ability to conduct investigations and make determinations based on data available.

Bachelor's Degree in one of the Biological Sciences or Environmental Engineering with two (2) years' experience in the enforcement of environmental regulations.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a combination of office and fieldwork. Most office duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking. This position would have exposure to hazardous materials and chemicals. Depending on assignments this position may be required to operate small watercraft and traverse vegetated and swamp terrain. Incumbents in this position may be required to fly as a passenger in small aircraft. Incumbents in this position must follow safety precautions carefully.